



**Wednesday, June 29, 2022  
Animal Shelter Board Meeting**

**Council Chambers  
3815-B Sachse Road  
Sachse, TX 75048  
7 p.m.**

**A. Regular Meeting**

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1. Call to Order: The Animal Shelter Board of the City of Sachse will hold a Regular Meeting on Wednesday June 29, 2022, at 7 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. Consider approval of the April 6, 2022, meeting minutes.
4. Receive an update and discuss the quarterly Animal Shelter report.
5. Receive an update on the Animal Shelter construction project.
6. Request for future agenda items.
7. Adjournment.

I, the undersigned authority, do hereby certify that this notice of meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.

  
\_\_\_\_\_  
Leah K Granger, City Secretary

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 972.429.4770, via email at [achi@cityofsachse.com](mailto:achi@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



### Agenda Item Details

|                    |                                                                                          |
|--------------------|------------------------------------------------------------------------------------------|
| Meeting            | Jun 29, 2022 - Animal Shelter Board Meeting                                              |
| Category           | A. Regular Meeting                                                                       |
| Subject            | 3. Consider approval of the April 6, 2022, meeting minutes.                              |
| Access             | Public                                                                                   |
| Type               | Action, Minutes                                                                          |
| Recommended Action | Approve the minutes as presented.                                                        |
| Minutes            | <a href="#">View Minutes for Apr 6, 2022 - Animal Shelter Advisory Committee Meeting</a> |

### Public Content

[04.06.2022 Animal Shelter Board Minutes.pdf \(78 KB\)](#)

**ANIMAL SHELTER BOARD OF THE CITY OF SACHSE  
MEETING MINUTES  
APRIL 6, 2022**

The Animal Shelter Board of the City of Sachse held a regular meeting on Thursday, April 6, 2022 at 7 p.m. in the Sachse City Council Chambers 3815-B Sachse Road. Those present were Chairperson Jim Mathis; Vice-Chairperson Brandi Petee; Secretary Shelly Monroe; Board members Kimberly McClurg, Janice Brooks, BJ Futrell, and Katie Rohler; Councilmember Cullen King; Police Chief Bryan Sylvester; Animal Services Supervisor Terri O’Neal; Animal Services Officer Brenda Smith; and Animal Services Officer Monica Thomas.

Chairperson Mathis called the meeting to order at 7 p.m. and recognized outgoing Councilmember Cullen King for his service to the Animal Shelter.

**REGULAR MEETING:**

**Invocation and pledges of allegiance to the US and Texas flags.**

Councilmember King lead the invocation and Chairperson Mathis led the pledges.

**Consider approval of the January 27, 2022, meeting minutes.**

A correction was noted on the January 27 minutes regarding Ms. Petee’s nomination as Vice-Chairperson. Since she was absent at the January meeting, the vote was postponed to the April 6 Meeting. Ms. Monroe made a motion to approve the minutes with the correction that the vote for Vice-Chairperson was postponed to the April meeting. Ms. McClurg seconded the motion, and it carried unanimously.

**Consider and elect a Vice-Chairperson of the Animal Shelter Board.**

Ms. Monroe nominated Mr. Petee for Vice-Chairperson. Ms. McClurg seconded the motion and it passed unanimously.

**Receive an update and discuss the quarterly Animal Shelter report.**

Ms. O’Neal presented the quarterly update and answered questions from the Board. The following announcements were also made:

- May 20 – National Rescue Dog Day – The Shelter will offer zero fee adoptions
- May 21 – Low Cost Shot Clinic hosted by the Shelter for Animal Allies of Texas
- June 13 through July 1 – the Shelter will participate as needed in Cops and Campers
- August 1 through 31 – The Shelter will participate in the North Texas Clear the Shelter Event promoted by NBC5

**Receive an update on the Animal Shelter construction project.**

Chief Sylvester gave a detailed presentation on the progress toward construction of a new animal shelter and responded to questions.

**Request for future agenda items.**

Ms. Monroe asked about the possibility of applying for grants for the Animal Shelter.

**Adjournment.**

Mr. Mathis adjourned the meeting at 7:30 p.m.

APPROVE:

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Jim Mathis, Chairperson

ATTEST:

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Shelly Monroe, Secretary



**Agenda Item Details**

|          |                                                                       |
|----------|-----------------------------------------------------------------------|
| Meeting  | Jun 29, 2022 - Animal Shelter Board Meeting                           |
| Category | A. Regular Meeting                                                    |
| Subject  | 4. Receive an update and discuss the quarterly Animal Shelter report. |
| Access   | Public                                                                |
| Type     | Discussion, Information, Reports                                      |

**Public Content**



### **Agenda Item Details**

|          |                                                                  |
|----------|------------------------------------------------------------------|
| Meeting  | Jun 29, 2022 - Animal Shelter Board Meeting                      |
| Category | A. Regular Meeting                                               |
| Subject  | 5. Receive an update on the Animal Shelter construction project. |
| Access   | Public                                                           |
| Type     | Discussion, Information, Reports                                 |

### **Public Content**

[Animal Shelter Project Update June 2022\\_FINAL.pdf \(648 KB\)](#)

# Animal Shelter Construction Project

City Council  
June 20, 2022



The City of  
SACHSE

# Overview

- Background
- Evaluation Criteria
- Preferred CMAR Firm
- Facility Concept
- Site Overlay
- Next Steps





# Background

- Initial concept meetings were held with the architect and design team
- A Request for Qualifications (RFQ) was developed utilizing CMAR methodology
- RFQ was published for interested contractors and the deadline was Friday, May 24
- Two submittals were received:
  - Steele & Freeman Inc.
  - Prim Construction
- Evaluation of submittals was conducted by the design team



# Evaluation Criteria

- Statement of qualifications
- Knowledge and understanding of the City's needs
- Firm experience on projects of similar scope and scale
- Performance on past representative projects
- Ability to establish budgets and control costs
- Ability to meet schedules
- Available resources to complete project
- Professional client and architectural references

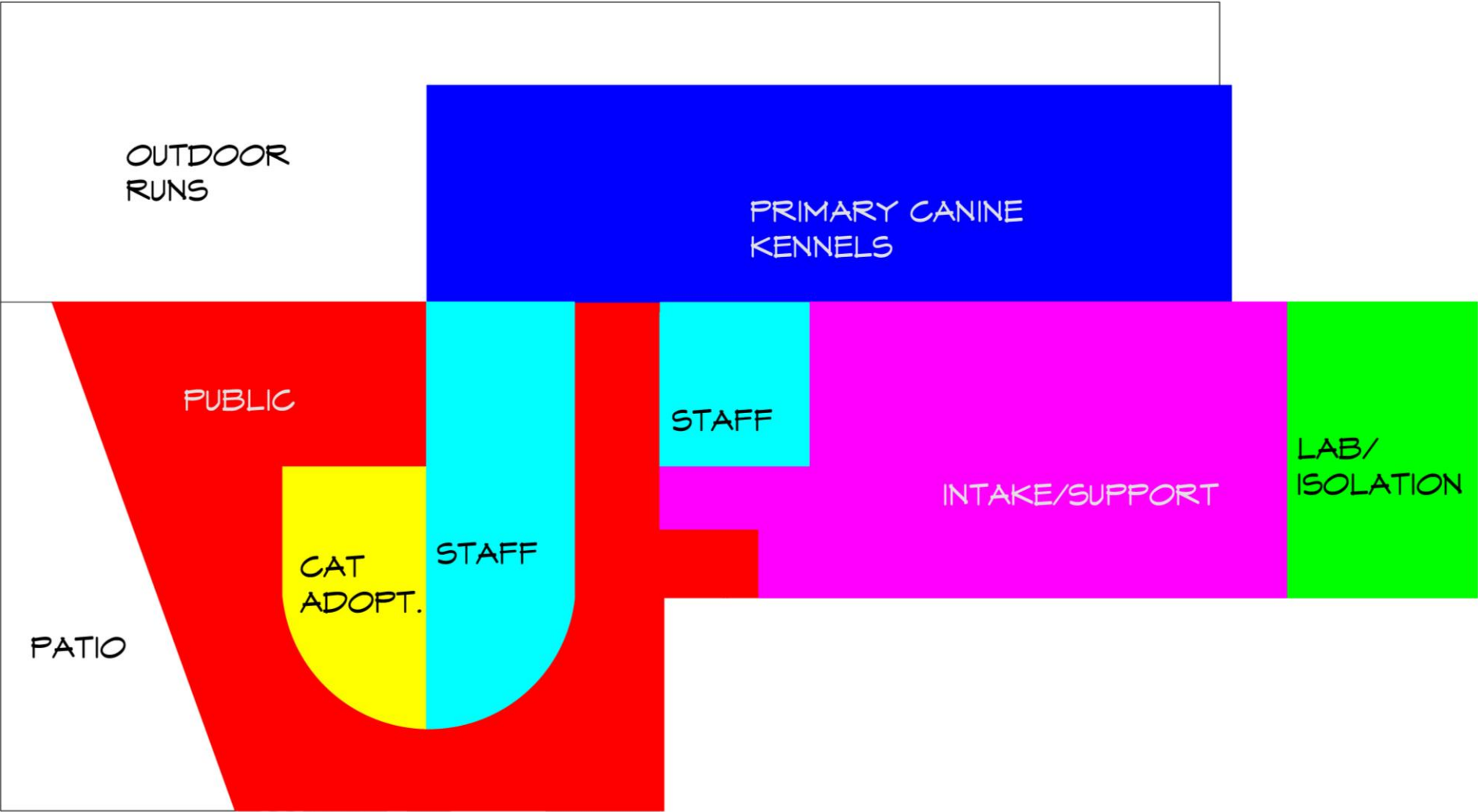


# Preferred CMAR Firm

## ■ Steele & Freeman Inc.

- Other Animal Shelter projects include:
  - City of Hurst
  - City of Grapevine
  - City of Watauga
  - City of Arlington
  - Operation Kindness (Carrollton)
- Preference of Steele & Freeman Inc. for CMAR projects
- Demonstrated emphasis towards cost management
- Reputation in industry
- Tenure of staff with firm
- No cost-preconstruction services
- Overall responsiveness to RFQ objectives





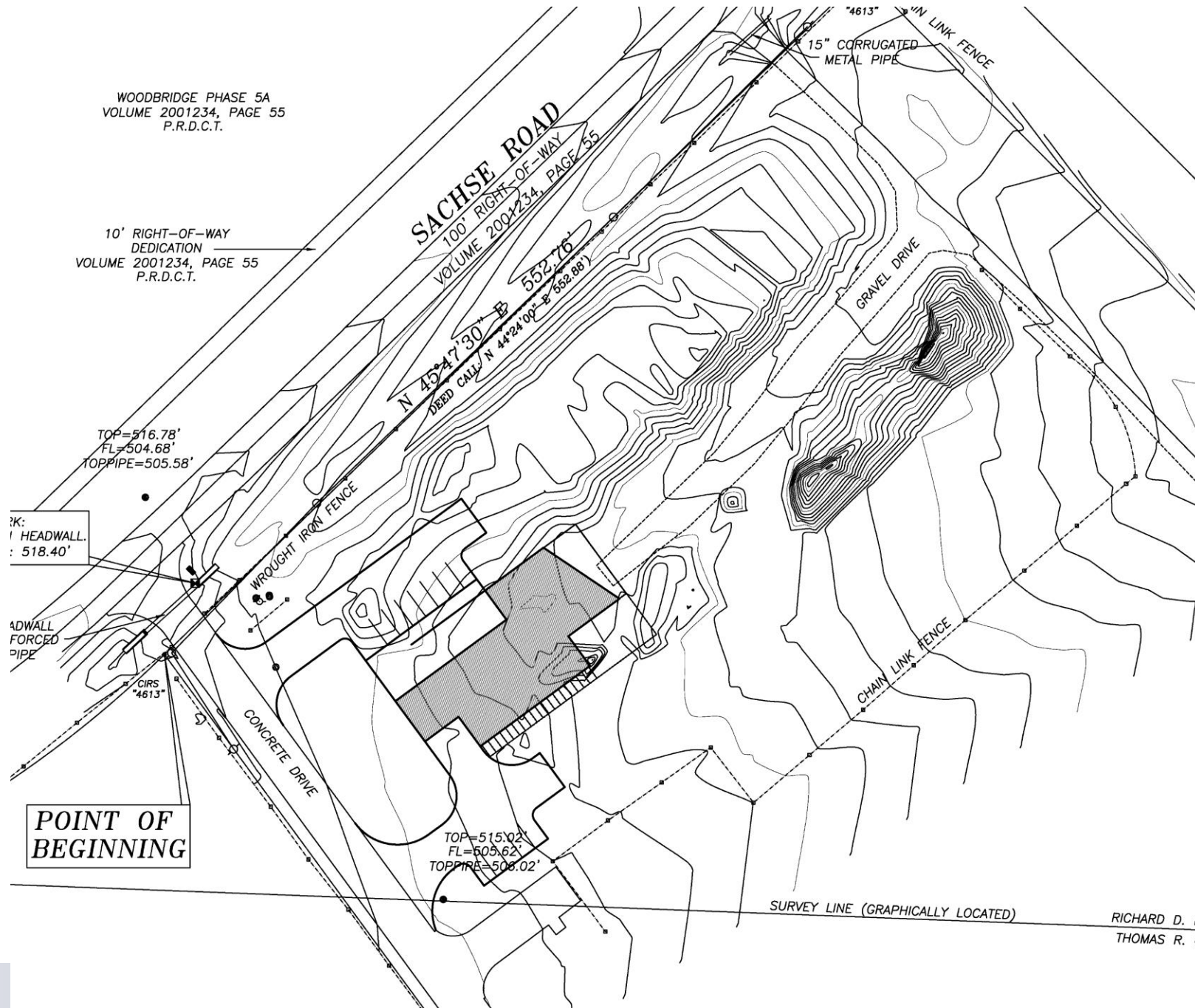
Current Driveway

Sachse Road



WOODBIDGE PHASE 5A  
VOLUME 2001234, PAGE 55  
P.R.D.C.T.

10' RIGHT-OF-WAY  
DEDICATION  
VOLUME 2001234, PAGE 55  
P.R.D.C.T.



MARK:  
HEADWALL.  
: 518.40'

ADWALL  
FORCED  
PIPE

POINT OF  
BEGINNING

SURVEY LINE (GRAPHICALLY LOCATED)

RICHARD D. N.  
THOMAS R. G



# Next Steps

- Begin second phase of selection process with Steele & Freeman Inc.
  - Consultation with architect and design team
  - Submittal of additional information inclusive of an initial maximum price
  - Negotiation with Steele & Freeman Inc.

